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**SUBJECT: Modular Furniture Meeting - 12 June 1985**

- Existing workstation reconfigurations could be expedited with the issue and/or substitution of one or two modular pieces of a uniform type from in-stock allocations, instead of purchasing entire workstations.

- All receipt could be coordinated, phased, and tracked. If necessary, a contract could be written with a local moving and storage firm to serve as a staging area.

3. In discussing objectives and problems, these additional points were raised:

25X1 - [ ] stated that only technical equipment and not furniture can be sole source authorized by the DA. He recommends that an RFP be issued detailing the technical construction features of furniture that would be satisfactory.

25X1 - [ ] suggested that a contractor such as DICON be assigned the task of collecting all the technical construction details for a product line proven to be satisfactory, i.e., Corry Jamestown.

25X1 - [ ] expressed her doubts as to the proposed GSA modular furniture program satisfying Agency needs in the areas of closed base, freestanding modular disks, and acoustic screens. The program, when and if it becomes effective, might offer acceptable chairs, stands, and storage cabinets; but the furniture will probably not be of the proper size and design to house equipment and safe needs. Furthermore, GSA is three years in the writing of RFP's for this program despite having many types of staff engineers writing specifications.

25X1 - [ ] stated that when the Computer Aided Design system is fully operational the current design problems of multiple sizes would be lessened.

25X1 - [ ] believes that an option to be explored is the rewriting of the regulations to fund and give sole authority for the uniform purchase of general office furniture to Building Services.

25X1 - [ ] expressed the immediate and possibly long-term need for a receiving facility to buffer the shock of trucks with enormous orders unexpectedly showing up and for storing orders waiting to be set up in renovation projects.

*centralize GSA  
procurement action  
for more*

~~C O N F I D E N T I A L~~

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25X1

- [ ] pointed out that a contract for moving and storage services is in operation for an SC2 requirement. The Building Services need could be satisfied with a similar contract.

4. All agreed that the 1987 opening of the new building would be greatly enhanced by having uniform furnishings and the least location-to-location movement of furniture. It is recommended that a general survey be conducted of all Agency components concerning their projected furniture needs or purchase plans during the next three years. Recognizing that CIA has unique furniture requirements, logistics establishment of a uniform furniture management approach would most likely provide significant economic savings in multiple areas.

25X1

[ ]  
Interior Design Consultant

cc: All Attendees  
DD/OL  
C/HOME/OL  
C/CMS/HOME/OL

~~C O N F I D E N T I A L~~

ATTACHMENT A

**Modular Drawer Pedestals, Corry Jamestown**

**Letter Width 15"**

## Desk height fit

2 File Drawers with casters

27	3/4H X 30D	w/o lock	F2382	\$203.00
		w lock	F2382L	218.00
27	3/4H X 24D	w/o lock	F2282	195.00
		w lock	<del>F2282L</del>	210.00
27	3/4H X 18D	w/o lock	F2182	159.00
		w lock	F2182L	174.00

2 Box + 1 File Drawer with casters

2 Box + 1 File Drawer with casters			
27 3/4H X 30D	w/o lock	F2383	197.13
	w lock	F2383L	212.13
27 3/4H X 24D	w/o lock	F2283	200.00
	w lock	F2283L	215.00
27 3/4H X 18D	w/o lock	F2183	172.50
	w lock	F2183L	187.50

## Keyboard height fit

1 Pencil, 1 Box + 1 File Drawer

Pencil, 1 Box & 1 File Drawer			
24 5/8H X 30D	w/o lock	F2353	193.00
	w lock	F2353L	208.00
24 5/8D X 24D	w/o lock	F2253	185.00
	w lock	F2253L	200.00
24 5/8D X 18D	w/o lock	F2153	156.75
	w lock	F2153L	171.75

1 Pencil + 3 Box Drawers

<u>1 Pencil + 3 Box Drawers</u>			
24	5/8D X 30D w/o lock	F2354	198.50
	w lock	F2354L	213.50
24	5/8D X 24D w/o lock	F2254	190.00
	w lock	F2254L	205.00
24	5/8D X 18D w/o lock	F2154	170.00
	w lock	F2154L	185.00

**Legal Width 18 3/4"**

2 File Drawers with casters and lock

27	3/4H X 30D	F2386L	232.50
27	3/4H X 24D	F2286L	218.00
27	3/4H X 18D	F2186L	200.00

## Finish

**Enamel:**

**P97 - Almond**

~~491~~ ~~Week~~

**P77 - Brown**

**Closed Superstructures with locks, Corry Jamestown****Standard height for desk use**

31H X 15 1/2D X 60W	FCO-6031LN	\$310.00	* 50
31H X 15 1/2D X 62 5/8W	FCO-6231LN	315.00	* 50
SPC31H X 15 1/2D X 72 <del>60W</del>	F64-0556L	396.00	* 56

**Terminal height**

37H X 15 1/2D X 60W	FCO-6037LN	335.00	_____
37H X 15 1/2D X 62 5/8W	FCO-6237LN	340.00	_____
SPC37H X 15 1/2D X 72 <del>60W</del>	F64-0557L	420.00	_____

**Tackboard to fit lower part of superstructure****Fits 60" and 62 5/8" Superstructures**

11 3/4H X 57 1/4L	222-0018	38.00	* 100
17 3/4H X 57 1/4L	222-0019	45.00	_____

**Fits 72 ~~60~~" Superstructures**

11 3/4H X 69L	222-0058	45.00	* 50
17 3/4H X 69L	222-0059	50.00	_____

**Finish****Enamel:****P97 Almond****P91 Black****P77 Brown****Fabric for tackboards:****G54 Oatmeal****G56 Fruitwood****G71 Cornsilk****G73 Rose****G75 Lt. Blue****G77 Seafoam****Tasklights**

16 Watt	24 1/2"	202-0224	60.00	_____
21 Watt	33 1/2"	202-0233	80.00	_____
26 Watt	42 1/2"	202-0242	107.00	_____

**Double Door Bookcase, Corry Jamestown**

**Desk height fit**

**27 3/4H X 18D X 30W**

**F2180**

**209.00**

**\* 50**

**Keyboard height fit**

**24 3/4H X 18D X 30W**

**F2150**

**206.00**

**Center Drawer**

**20 1/4W X 18D**

**005-1740**

**37.00**

**Exact location must be specified at time of order**

**Finish**

**Enamel:**

**P97 - Almond**

**P91 - Black**

**P77 - Brown**

**Modular Workstations, Corry Jamestown****Freestanding tabledesks**

Desk height

	29	1/4H	X	36D	X	72	5/8W	TO2472-9G	\$270.00	
SPC	29	1/4H	X	31	1/4D	X	72	TO2372-9G	270.00	
	29	1/4H	X	31	1/4D	X	62	5/8W	206.63	
	29	1/4H	X	31	1/4D	X	60W	TO2360-9G	206.63	
	29	1/4H	X	31	1/4D	X	47	5/8W	TO2347-9G	198.00
	<del>29</del>	<del>1/4H</del>	<del>X</del>	<del>25</del>	<del>1/4D</del>	<del>X</del>	<del>77</del>	<del>5/8W</del>	<del>TO2277-9G</del>	<del>212.00</del>
	<del>29</del>	<del>1/4H</del>	<del>X</del>	<del>25</del>	<del>1/4D</del>	<del>X</del>	<del>62</del>	<del>5/8W</del>	<del>TO2262-9G</del>	<del>200.00</del>
	<del>29</del>	<del>1/4H</del>	<del>X</del>	<del>25</del>	<del>1/4D</del>	<del>X</del>	<del>60W</del>	<del>TO2260-9G</del>	<del>200.00</del>	
	<del>29</del>	<del>1/4H</del>	<del>X</del>	<del>25</del>	<del>1/4D</del>	<del>X</del>	<del>47</del>	<del>5/8W</del>	<del>TO2247-9G</del>	<del>180.00</del>
	<del>29</del>	<del>1/4H</del>	<del>X</del>	<del>19</del>	<del>1/4D</del>	<del>X</del>	<del>77</del>	<del>5/8W</del>	<del>TO2177-9G</del>	<del>190.00</del>
	<del>29</del>	<del>1/4H</del>	<del>X</del>	<del>19</del>	<del>1/4D</del>	<del>X</del>	<del>62</del>	<del>5/8W</del>	<del>TO2162-9G</del>	<del>175.00</del>
	<del>29</del>	<del>1/4H</del>	<del>X</del>	<del>19</del>	<del>1/4D</del>	<del>X</del>	<del>60W</del>	<del>TO2160-9G</del>	<del>175.00</del>	
	<del>29</del>	<del>1/4H</del>	<del>X</del>	<del>19</del>	<del>1/4D</del>	<del>X</del>	<del>47</del>	<del>5/8W</del>	<del>TO2147-9G</del>	<del>155.00</del>

Keyboard height

26	1/8H	X	31	1/4D	X	62	5/8W	TO2362-8G	215.00
26	1/8H	X	31	1/4D	X	60W	TO2360-8G	215.00	
<del>26</del>	<del>1/8H</del>	<del>X</del>	<del>31</del>	<del>1/4D</del>	<del>X</del>	<del>47</del>	<del>5/8W</del>	<del>TO2347-8G</del>	<del>190.00</del>
26	1/8H	X	25	1/4D	X	77	5/8W	TO2277-8G	210.00
26	1/8H	X	25	1/4D	X	62	5/8W	TO2262-8G	190.00
26	1/8H	X	25	1/4D	X	60W	TO2260-8G	190.00	
26	1/8H	X	25	1/4D	X	47	5/8W	TO2247-8G	170.00
26	1/8H	X	19	1/4D	X	77	5/8W	TO2177-8G	178.38
26	1/8H	X	19	1/4D	X	62	5/8W	TO2162-8G	159.13
26	1/8H	X	19	1/4D	X	60W	TO2160-8G	159.13	
26	1/8H	X	19	1/4D	X	47	5/8W	TO2147-8G	152.50

SPC = special order - only available in quantities of 10+

**Finishes:****Laminates:**

LW5 - White Oak

LW4 - Teak

~~LW3 - Walnut~~**Enamel:**

P97 - Almond

~~P99 - Black~~

P77 - Brown